



Maryland Judiciary

Job Announcement

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Opening Date:	October 8, 2015	Closing Date:	October 22, 2015
Job Title:	Senior Family Law Researcher	Position Type:	Regular, Full Time
PIN:	085694	FLSA Status:	Exempt
Location:	Family Administration Administration Office of the Courts Annapolis, Maryland	Grade/Salary:	J16 \$57,323 - \$68,737 (Depending on Qualifications)
		Financial Disclosure:	Yes

Essential Functions: Develops curriculum and programs for continuing education events on key topics regarding family law. Implements and executes the Masters' Educational Series and other continuing education programs. Tracks and implements all pending family law related legislation to include modification of current court forms, creation of new forms and publications as well as training of court staff. Staffs and provides support to Judiciary committees and workgroups. Tracks changes of all policies, case law and legislation affecting family law while developing family law policies and initiatives. Prepares legislative fiscal notes and position papers for pending child support and other legislation. Creates and maintains family law forms for self-represented litigants, court personnel, judges, masters and others. Expands and maintains the department's web based services. Reviews other family law related web pages for other court related web based services. Conducts legal research on family law to support the development of policies, initiatives and to relate it to research needs. Reviews and summarizes all recent family law case law. Responsible for the publication, editing and design of the department's newsletter and other publications. Performs additional essential functions as assigned.

Education: Juris Doctorate from an accredited law school.

Experience: Three years of legal research experience.

Preferred: Research experience in Family Law. Admission to the Maryland State Bar.

Skills/Abilities: Knowledge of Maryland's family law. Knowledge of Maryland Rules, court procedures, legislative procedures, relevant state and federal laws, key uniform laws and international treaties affecting family law. Knowledge of issues that arise in family litigation and an understanding of the needs of family justice stakeholders. Ability to demonstrate excellent writing and research skills. Ability to work independently and follow through on major tasks and manage multiple tasks. Ability to work well with others and establish professional relationships. Ability to plan events and conferences. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodations for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.